

## REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health/Adult Mental Health Division *9*  
*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Representative Payee Services

Provision of representative payee services for adults with severe and persistent mental illness on the island of Kauai. Representative payee services provide money management for consumers including being directly responsible for the payment of the rent, utilities, transportation, food, and clothes for each consumer and the provision of a daily or weekly amount of money for each consumer's personal use.

Provider Name: The Episcopal Church in Hawaii, St. Michael and All Angels' Episcopal Church	Total Contract Funds: \$9,405	Term of Contract:
Provider Address:  P.O. Box 572 Lihue, Hawaii 96766	Contract Funds per Year (as applicable).  n/a	From: 5/01/04 To: 7/30/04 or when a replacement contract is executed, whichever is sooner

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

An RFP for representative payee services was issued on October 23, 2003 with proposals due on November 17, 2003. The Statement of Findings and Decision issued on December 9, 2003 were rescinded due to possible problems with the review process. During the second proposal evaluation process, it was determined that the RFP needed to be revised and reissued. Requests for exemption (one each for Oahu, Hawaii, Maui, and Kauai) were previously approved for the period January 1, 2004 to April 30, 2004 to allow for the new procurement and contracting process to be completed.

Another RFP was issued on January 21, 2004 with proposals due on February 20, 2004. New contracts were scheduled to begin on April 1, 2004. A Notice of Protest was filed by a potential applicant on March 4, 2004. As a result of the Notice of Protest, all procurement activities, including the evaluation of proposals, was suspended. The protest process was terminated as of March 29, 2004 when the protestor did not submit their protest by the due date. The procurement process, including the evaluation of proposals and the drafting of contracts, has since resumed. The requested exemption for a three month period will allow for the evaluation of proposals, possible protests, and the execution of contracts. This request is being submitted because it is in the best interest of the State and its consumers for the

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

continuation of services during the completion of the procurement process. A total of four separate requests, one each for Oahu, Hawaii, Maui, and Kauai, are being submitted.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The proposed service provider is currently providing representative payee services and was selected through the RFP process.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

The AMHD Chief and the AMHD Medical Director have reviewed and approved the exempted procurement.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Thomas W. Hester, M.D., Chief, AMHD  
Alan Radke, M.D., AMHD Medical Director  
Pamela Haina, AMHD Case Management Service Coordinator  
Amy Yamaguchi, Public Health Administrative Officer (PHAO), AMHD

Direct questions to (name & position):  
Amy Yamaguchi, PHAO, AMHD

Phone number:  
586-4682

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**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

*Jane K Kadohira*  
Department Head Signature

4-13-04  
Date

JANE K KADOHIRA  
Typed Name

Deputy Director  
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

*Alan S. Fjor*  
Chief Procurement Officer

4/23/04  
Date

cc: Administrator  
State Procurement Office